

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative positions, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The employees of this class also assist with the financial management of the department; with management of personnel; management of apparatus, vehicles and property of the department; training employees in all areas of fire department operations; inspecting buildings, structures and properties to insure compliance with local fire prevention ordinances and state statutes; and directing operations at the scene of a fire or other emergency until relieved by the Fire Chief. Assistant Fire Chiefs have the authority to work independently in most areas, receiving special assignments from and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing all operations of the Fire Department. Performs the duties of the Fire Chief in the Chief's absence. Conducts inspections of department operations, evaluates the effectiveness of these operations, and takes action to improve problem areas. Recommends changes in department operations that will help the city improve ISO ratings.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and formulates a recommendation for action to be taken.

Assists in managing finances by accounting for money and assets of the department.

Conducts training classes, either in the classroom, at the drill field, or at the fire station. Prepares lesson plans, training material, and training tests. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for recommending change in the training program.

Inspects buildings and collects information to be used in determining that buildings comply with all state, parish and municipal fire prevention and safety regulations. Informs citizens responsible of any violations and hazards; advises and suggests methods and actions to insure compliance with established codes and laws. Reinspects buildings where violations of fire codes occurred.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records.

Supervises subordinate department employees. Inspects appearance of equipment and personnel. Assigns duty areas and work schedules, including approving leave. Oversees and evaluates work performance of subordinates and reviews their reports. Provides assistance to subordinates in technical areas of work.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up of the scene and supervises subordinate employees in rescue, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage, and overhaul. Takes charge of all safety procedures at the emergency scene. Handles emergencies involving hazardous materials. Maintains communications between the emergency scene and other authorized personnel. Provides for securing the fire scene to prevent damage or removal of evidence. Collects and labels evidence for use in fire investigations.

Supervises the care and maintenance of department equipment, vehicles, and property. Arranges for repairs when needed, and inspects after repairs to insure that these were accomplished properly. Purchases equipment and supplies, keeping such purchases within the established budget. Orders and disburses supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination required by the Appointing Authority, designed to demonstrate good health and

physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for at least three (3) years. The employee must have passed and received certificates in Fire Officer I in accordance to NFPA 1021, and Fire Instructor I in accordance to NFPA 1041.

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